

**SUPPLEMENTAL STATEMENT OF WATER DIVERSION AND USE**  
If the information below is inaccurate, please line it out in red and provide current information.  
Notify this office if ownership or address changes occur during the coming year.

Please Complete and Return This Form by July 1, 2001.

Owner of Record: WRIGHT FAMILY EXEMPTION TRUST ; H W WRIGHT ;

WRIGHT FAMILY EXEMPTION TRUST  
365 10TH ST  
FORTUNA, CA 95540



Statement No: AS004331  
Password: 04190110023874  
Phone Number: (707) 725-4198

\*If the mail recipient's name, address or phone No. is wrong or missing, please correct.

Source Name: VAN DUZEN RIVER

Year of First Use: 1913

Tributary To: EEL RIVER

County: Humboldt

Parcel Number:

Diversion Within: NW1/4 of NW1/4 Section 15, T01N, R03E, HB&M

A. Water is used under: Riparian claim \_\_\_\_\_ Pre 1914 right \_\_\_\_\_ Other (explain); \_\_\_\_\_

B. Year of first use (Please provide if missing above) \_\_\_\_\_

C. Amount of Use - Enter the amount of water used each month. If monthly and annual use are not known, check the months in which water was used.

Amounts below are: Gallons \_\_\_\_\_ Acre-feet \_\_\_\_\_ Other \_\_\_\_\_

Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Annual
1998													
1999													
2000													

D. Purpose of Use - Specify number of acres irrigated, stock watered, persons served, etc.

Irrigation \_\_\_\_\_ acres; Stockwatering \_\_\_\_\_; Domestic \_\_\_\_\_;

Other (specify) \_\_\_\_\_

E. Changes in Method of Diversion - Describe any changes in your project since your previous statement was filed. (New pump, enlarged diversion dam, location of diversion, etc.)

F. Please answer only those questions below which are applicable to your project.

1. Conservation of water

a. Are you now employing water conservation efforts? YES \_\_\_ NO \_\_\_

Describe any water conservation efforts you have initiated: \_\_\_\_\_

b. If credit toward beneficial use of water under claimed pre 1914 appropriative water right for water not used due to a conservation effort is claimed under section 1011 of the Water Code, please show the amounts of water conserved:

Reductions in Diversions:

yr \_\_\_\_\_ (af/mg) yr \_\_\_\_\_ (af/mg) yr \_\_\_\_\_ (af/mg)

Reductions in consumptive use:

yr \_\_\_\_\_ (af/mg) yr \_\_\_\_\_ (af/mg) yr \_\_\_\_\_ (af/mg)

I have data to support the above surface water use reductions due to conservation efforts. YES \_\_\_ NO \_\_\_

2. Water quality and wastewater reclamation

- a. Are you now or have you been using reclaimed water from a wastewater treatment facility, desalination facility or water polluted by waste to a degree which unreasonably affects such water for other beneficial uses? YES \_\_\_\_\_ NO \_\_\_\_\_.
- b. If credit toward use under a claimed pre 1914 appropriative water right through substitution of reclaimed water, desalinated water or polluted water in lieu of appropriated water is claimed under section 1010 of the Water Code, please show amounts of reduced diversions and amounts of reclaimed water used:

yr \_\_\_\_\_ (af/mg) yr \_\_\_\_\_ (af/mg) yr \_\_\_\_\_ (af/mg)  
I have data to support the above surface water use reductions due to wastewater reclamation. YES \_\_\_\_ NO \_\_\_\_

3. Conjunctive use of surface water and groundwater

- a. Are you now using groundwater in lieu of surface water? YES \_\_\_\_\_ NO \_\_\_\_\_.
- b. If credit toward use under a claimed pre 1914 appropriative right through substitution of groundwater in lieu of appropriated water is claimed under section 1011.5 of the Water Code, please show the amounts of groundwater used:

yr \_\_\_\_\_ (af/mg) yr \_\_\_\_\_ (af/mg) yr \_\_\_\_\_ (af/mg)  
I have data to support the above surface water use reductions due to conjunctive use efforts. YES \_\_\_\_ NO \_\_\_\_

I understand that it may be necessary to document the water savings claimed in "F." above if credit under Water Code sections 1010 and 1011 is sought in the future.

I declare that the information in this report is true to the best of my knowledge and belief.

DATE: \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, California

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_  
(first name) (middle init.) (last name)

COMPANY NAME: \_\_\_\_\_

If there is insufficient space for your answers, please use the space provided below.

ITEM	CONTINUATION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

GENERAL INFORMATION PERTAINING TO WATER RIGHTS IN CALIFORNIA

There are two principal types of surface water rights in California. They are riparian and appropriative rights.

A riparian right enables an owner of land bordering a natural lake or stream to take and use water on his riparian land. Riparian land must be in the same watershed as the water source and must never have been severed from the sources of supply by an intervening parcel without reservation of the riparian right to the severed parcel. Generally, a riparian water user must share the water supply with other riparian users. Riparian rights may be used to divert the natural flow of a stream but may not be used to store water for later use or divert water which originates in a different watershed, water previously stored by others, return flows from use of groundwater, or other "foreign" water to the natural stream system.

An appropriative right is required for use of water on nonriparian land and for storage of water. Generally, appropriative rights may be exercised only when there is a surplus not needed by riparian water users. Since 1914, new appropriators have been required to obtain a permit and license from the State. Appropriate rights can be granted to waters "foreign" to the natural stream system.

Statements of Water Diversion and Use must be filed by riparian and pre 1914 appropriative water users as set forth in Water Code section 5100 with specific exceptions. The filing of a statement (1) provides a record of water use, (2) enables the State to notify such users if someone proposes a new appropriation upstream from their diversions, and (3) assists the State to determine if additional water is available for future appropriators.

The above discussion is provided for general information. For more specific information concerning water rights, please contact an attorney or write to this office. We have several pamphlets available. They include: (1) Statements of Water Diversion and Use, (2) Information Pertaining to Water Rights in California, and (3) Appropriation of Water in California.

*"The energy challenge facing California is real. Every California needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Web-site at <http://www.swrcb.ca.gov>"*

SUPPLEMENTAL STATEMENT OF WATER DIVERSION AND USE

If the information below is inaccurate, please line it out in red and provide current information.  
Notify this office if ownership or address changes occur during the coming year.

PLEASE COMPLETE AND RETURN THIS FORM BY JULY 1, 1998

OWNER OF RECORD: WRIGHT FAMILY EXEMPTION TRUST, H W WRIGHT

WRIGHT FAMILY EXEMPTION TRUST  
365 10TH ST  
FORTUNA, CA 95540

STATEMENT NO: S004331



TELEPHONE NUMBER:

(707) 725-4198

YEAR OF FIRST USE: 1913

PARCEL NO:

SOURCE: VAN DUZEN RIVER  
TRIBUTARY TO: EEL RIVER  
COUNTY: HUMBOLDT  
DIVERSION

WITHIN: NW¼ OF NW¼ SECTION 15, T1N, R3E, HB&M.

A. Water is used under: Riparian claim ☒; Pre 1914 right ☐; Other (explain):

B. Year of first use (Please provide if missing above)

C. Amount of Use - Enter the amount of water used each month. If monthly and annual use are not known, check the months in which water was used.

Amounts below are: ☐ Gallons ☒ Acre-feet ☐ (other)

Year	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total Annual
1995						1	2	2	2	1			
1996						1	2	2	2	1			
1997						1	2	2	2	1			

D. Purpose of Use - Specify number of acres irrigated, stock watered, persons served, etc.

Irrigation // acres; Stockwatering; Domestic

Other (specify)

E. Changes in Method of Diversion - Describe any changes in your project since your previous statement was filed. (New pump, enlarged diversion dam, location of diversion, etc.)

F. If part of the water listed in Part C consists of reclaimed or polluted water, please indicate the annual amounts of reclaimed or polluted water in the space below.

I declare under penalty of perjury that the information in this report is true to the best of my knowledge and belief.

DATED: , 19 at

SIGNATURE:

PRINTED NAME:

JEAN  
(FIRST NAME)

WRIGHT, TEE  
(MIDDLE INIT.)

COMPANY NAME:

WRIGHT FAMILY EXEMPTION TRUST

See back of page for General Information. If there is insufficient space for your answers, please number them in the space provided on the back of this form.

ITEM

CONTINUATION


#### GENERAL INFORMATION PERTAINING TO WATER RIGHTS IN CALIFORNIA

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An appropriative right is required for use of water on nonriparian land and for storage of water. Generally, appropriative rights may be exercised only when there is a surplus not needed by riparian water users. Since 1914 new appropriators have been required to obtain a permit and license from the State.

Statements of Water Diversion and Use must be filed by a riparian and pre-1914 appropriative water users. The filing of a statement (1) provides a record of water use, (2) enables the State to notify such users if someone proposes a new appropriation upstream from their diversion, and (3) assists the State to determine if additional water is available for future appropriators.

The above discussion is provided for general information. For more specific information concerning water rights, please contact an attorney or write to this office. We have several pamphlets available. They include:

- "Statements of Water Diversion and Use"
- "Information Pertaining to Water Rights in California"
- "Water Rights for Stockponds Constructed Prior to 1969"
- "Appropriation of Water in California"

**STATE WATER RESOURCES CONTROL BOARD**

PAUL R. BONDERSON BUILDING  
901 P STREET  
SACRAMENTO, CALIFORNIA 95814  
(916) 657-2170  
FAX: 657-1485

Mailing Address

**DIVISION OF WATER RIGHTS**  
P.O BOX 2000, Sacramento, CA 95812-2000



**TO ALL WATER USERS FILING SUPPLEMENTAL STATEMENTS  
OF WATER DIVERSION AND USE**

Enclosed are your Supplemental Statement of Water Diversion and Use Form (WR 40-1) for 1994 and a Statement of Water Diversion and Use Information Sheet.

All Supplemental Statements of Water Diversion and Use (Statements) should be postmarked no later than June 30, 1995 for delivery to the State Water Resources Control Board (SWRCB). You are responsible to notify SWRCB prior to April 28, 1995 if you do not receive Statements for your previously filed diversions. The SWRCB will then prepare and mail the additional Statement forms for your completion and return to SWRCB.

If you do not file your Statements for five consecutive years, you will be considered inactive and SWRCB will no longer mail you Statements for your diversions. If you wish to reactivate an inactive Statement, you must notify us in writing.

The enclosed Statement is a revised and shortened version of the old 8 1/2" X 14" reporting form. Since we have converted to a new database system to input water right data onto this form, we ask for your assistance in correcting any errors that may exist in our database. Please review the information in the upper half of the Notice and note any corrections or additions that may be needed (e.g., current ownership, address, phone number, etc.).

Please complete an enclosed Statement Information Sheet to the best of your knowledge for each diversion to help us update our new database. Indicate on the information sheet the owner, lessee, or agent who is designated to receive all correspondence and reporting forms, and verify that the name and address on the report form is correct. Please provide all legal owners and the parcel number for each diversion, and the parcel number(s) for all place(s) of use on the Statement Information Sheet.

Please complete the enclosed Statement and the Statement of Water Diversion and Use Information Sheet to the best of your knowledge. Return both forms to SWRCB. These forms should be postmarked on or before June 30, 1995. Contact Wynne Rowlands of this office at (916) 657-1875 if you need assistance.

Sincerely,

Murt Lininger  
Program Manager  
Application and Hearing Section

Enclosures

5-4 331  
\*\*\* PLEASE COMPLETE, SUBMIT THE ORIGINAL AND MAKE A COPY FOR YOUR RECORDS \*\*\*

STATE WATER RESOURCES CONTROL BOARD  
DIVISION OF WATER RIGHTS

P.O. BOX 2000 SACRAMENTO, CA 95812-2000

MM 12-18-95

SUPPLEMENTAL STATEMENT OF WATER DIVERSION AND USE

STATEMENT NO: S004331  
OWNER OF RECORD: H W WRIGHT

H W WRIGHT  
365 10TH STREET  
FORTUNA, CA 95540

STATE WATER RESOURCES CONTROL BOARD  
DIV. OF WATER RIGHTS  
SACRAMENTO  
1995 JUN -5 PM 3:00

SOURCE: VAN DUZEN RIVER  
TRIBUTARY TO: EEL RIVER  
COUNTY: HUMBOLDT  
DIVERSION

WITHIN: NW¼ OF NW¼ SECTION 15, T1N, R3E, MDB&H.

TELEPHONE NUMBER:  
(707) 725-4198  
YEAR OF FIRST USE: 1913  
PARCEL NO:

(If any of the above information is inaccurate or missing, please correct. Notify this office if ownership or address changes occur during the coming year.)

COMPLETE AND RETURN THIS FORM BY JULY 1, 1995

A. Water is used under: Riparian claim X; Pre 1914 right \_\_\_\_\_; Other (explain) \_\_\_\_\_

B. Year of first use (Please provide if missing above) \_\_\_\_\_

C. Amount of Use - Enter the amount of water used each month. If monthly and annual use are not known, check the months in which water was used.

Amounts below are: ☐ Gallons ☒ Acre-feet ☐ (other) \_\_\_\_\_

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL ANNUAL
1992						1	2	2	2	1			
1993						1	2	2	2	1		-	
1994						1	2	2	2	1			

D. Purpose of Use - Specify number of acres irrigated, stock watered, persons served, etc.

Irrigation // acres; Stockwatering \_\_\_\_\_; Domestic \_\_\_\_\_

Other (specify) \_\_\_\_\_

\*\*\* CONTINUE ON BACK PAGE \*\*\*

\*\*\* PLEASE COMPLETE, SUBMIT THE ORIGINAL AND MAKE A COPY FOR YOUR RECORDS \*\*\*

- E. Changes in Method of Diversion - Describe any changes in your project since your previous statement was filed. (New pump, enlarged diversion dam, location of diversion, etc.)

None

- F. If part of the water listed in Part C consists of reclaimed or polluted water, please indicate the annual amounts of reclaimed or polluted water in the space below.

I declare under penalty of perjury that the information in this report is true to the best of my knowledge and belief.

DATED: May 30, 1995, at Fortuna, California  
SIGNATURE: Jean Wright TEE  
PRINTED NAME: Jean (FIRST NAME) - Wright TEE (LAST NAME)  
COMPANY NAME: WRIGHT FAMILY EXEMPTION TRUST (M. NAME)

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Statements of Water Diversion and Use must be filed by riparian and pre-1914 appropriative water users. The filing of a statement (1) provides a record of water use, (2) enables the State to notify such users if someone proposes a new appropriation upstream from their diversion, and (3) assists the State to determine if additional water is available for future appropriators.

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"Statements of Water Diversion and Use"  
"Information Pertaining to Water Rights in California"  
"Water Rights for Stockponds Constructed Prior to 1969"  
"Appropriation of Water in California"

STATE WATER RESOURCES CONTROL BOARD  
DIVISION OF WATER RIGHTS  
P.O. Box 2000  
Sacramento, CA 95812-2000

STATEMENT OF WATER DIVERSION AND USE  
INFORMATION SHEET

STATEMENT NO. 5004331

DIVERSION SITE:  
OWNER'S NAME

Jean (FIRST) Wright (LAST)

PARCEL NO. 207-191-12

PLACE OF USE:  
OWNER'S NAME

Jean (FIRST) Wright (LAST)

1. PARCEL NO. 207-191-12

2. PARCEL NO. 207-191-13

3. PARCEL NO. 207-191-09

PERSON OR FIRM TO RECEIVE ALL CORRESPONDENCE AND SUPPLEMENTAL  
STATEMENTS:

OWNER/LESSEE/AGENT/OTHER Wright Family Exemption Trust  
NAME Jean (FIRST) Wright TTEE (LAST)

MAILING ADDRESS 365-10th St.  
Fortuna (CITY) CA (STATE) 95540 (ZIP)

TELEPHONE NO. (707) 725-4198

OTHERS USING ABOVE DIVERSION LOCATION:

1. NAME \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MIDDLE) \_\_\_\_\_ (LAST)

MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_ (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_ (ZIP)

TELEPHONE NO. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

2. NAME \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MIDDLE) \_\_\_\_\_ (LAST)

MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_ (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_ (ZIP)

TELEPHONE NO. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

☐ ADDITIONAL INFORMATION CONTINUED ON BACK OF PAGE OR ATTACHED  
PLEASE USE THE OTHER SIDE TO PROVIDE THE ABOVE INFORMATION FOR  
ADDITIONAL OWNERS OR PLACES OF USE AND CHECK THE ADDITIONAL  
INFORMATION BOX.



STATE OF CALIFORNIA  
STATE WATER RESOURCES CONTROL BOARD  
Division of Water Rights

P.O. BOX 2000 SACRAMENTO, CA 95810  
901 P ST. SACRAMENTO, CA  
(916) 322-4503

(STATE 224-5676)  
SUPPLEMENTAL STATEMENT OF WATER DIVERSION AND USE

DIVERTER OF RECORD:

H W WRIGHT  
365 10TH STREET  
FORTUNA, CA 95540

1992 MAR -5 PM 12:59

DIV. OF WATER RIGHTS  
SACRAMENTO

STATEMENT NO: 004331

TELEPHONE NUMBER:  
(707) 725-4198

IF NAME/ADDRESS/PHONE NO. IS WRONG OR MISSING, PLEASE CORRECT.

SOURCE: VAN DUZEN RIVER

TRIBUTARY TO: EEL RIVER

COUNTY: HUMBOLDT

DIVERSION

WITHIN: NW1/4 OF NW1/4 SECTION 15, T01N, R03E, H B&M.

INSTRUCTIONS: Please complete Items A, B and C. Item D should be completed if you replaced all or part of your regular water supply with reclaimed or polluted water. RETURN THIS FORM BY JULY 1, 1992. (Additional information on reverse side of this form.)

- A. Amount of Use - Fill in the amount of water used each month. If monthly and annual use are not known, check the months in which water was used.
- Amounts ☐ Gallons  
below are: ☒ Acre-feet  
☐ \_\_\_\_\_ (other)

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total Annual
1989						$\frac{1}{2}$	1	1	1	$\frac{1}{2}$			
1990						$\frac{1}{2}$	1	1	1	$\frac{1}{2}$			
1991						$\frac{1}{2}$	1	1	1	$\frac{1}{2}$			

- B. Purpose of Use - Specify number of acres irrigated, stock watered, persons served, etc.

Irrigation Five acres orchard and pasture

Stockwatering \_\_\_\_\_

Domestic One owner

Other (specify) \_\_\_\_\_

- C. Changes in Method of Diversion - Describe any changes in your project since your previous statement was filed. (New pump, enlarged diversion dam, location of diversion, etc.)

None

- D. If part of the water listed in Part A consists of reclaimed or polluted water, please indicate the annual amounts of reclaimed or polluted water in the space below.

I declare under penalty of perjury that the information in this report is true to the best of my knowledge and belief.

DATED: March 1, 19 92, at Fortuna, California

Signature: Mrs H W Wright

## GENERAL INFORMATION PERTAINING TO WATER RIGHTS IN CALIFORNIA

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Statements of Water Diversion and Use must be filed by riparian and pre-1914 appropriative water users. The filing of a statement (1) provides a record of water use, (2) enables the State to notify such users if someone proposes a new appropriation upstream from their diversion, and (3) assists the State to determine if additional water is available for future appropriators.

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"Statements of Water Diversion and Use"

"Information Pertaining to Water Rights in California"

"Water Rights for Stockponds Constructed Prior to 1969"

"Appropriation of Water in California"

RECEIVED

OCT 16 1965

S4331

SAMPLE

STATE WATER RIGHTS BOARD  
Room 1140, Resources Building  
1416 - 9th Street  
Sacramento, California 95814

SAMPLE

## Statement of Water Diversion and Use

- A. Name of person diverting water H. W. Wright  
Address 365 10th Street Fortuna, California 95540
- B. Name of body of water at point of diversion Van Duzen River  
Tributary to Eel River
- C. Place of diversion NW 1/4 NW 1/4, Section 15, Township 11N, Range 3E  
Humboldt B&M, Humboldt County, or locate it on sketch of section grid on  
reverse side with regard to section lines or prominent local landmarks.
- D. Capacity of diversion works is 100 0.0004 gallons per minute  
Capacity of storage reservoir 0 gallons  
acre-feet
- State quantity of water used each month in gallons or acre-feet.
- | Year  | Jan. | Feb. | Mar. | Apr. | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Total Annual |
|-------|------|------|------|------|-----|------|------|------|-------|------|------|------|--------------|
| 1966: | :    | :    | :    | :    | :   | 1/2  | 1    | 1    | 1     | 1/2  | :    | :    | 4 ac ft.     |
- If monthly and annual use are not known, check months in which water was used. State extent of use in units, such as acres of each crop irrigated, average number of persons served, number of stock watered, etc. 5 acre orchard and pasture
- Maximum annual water use in recent years has been 5 gallons-  
acre-feet
- Minimum annual water use in recent years has been 2 gallons  
acre-feet
- Type of diversion facility: Gravity         , Pump X
- Method of measurement: weir         , flume         , electric power meter         ,  
water meter         , estimate
- E. Purpose of use (what water is being used for) Irrigation and Domestic
- F. General description or location of place of use (use sketch of section grid on reverse side if you desire)
- G. Year of first use as nearly as known 1913
- H. Name of person filing statement Harold W. Wright  
Position owner Organization           
Address 365 10th Street Fortuna, California

I certify that the foregoing statements are true and correct to the best of my knowledge and belief.

Date signed 5-1-68Signature H.W. Wright

See Instructions on Reverse Side

Stream Code 1-015-00-00-0

# DIVISION OF WATER RIGHTS

## STATEMENT OF WATER DIVERSION AND USE ROUTE SLIP FOR AN INACTIVE/REVOKED DIVERSION OF WATER

STATEMENT # S\_004331

CLAIMANT Wright Family Exemption Trust DATE RECEIVED 5/14/07

DATE	INITIALS	ROUTE	TASKS
5/16/07	AT	1. Data Management Unit (DMU) Staff  103 FRANKLIN AVE FORTUNA, CA 95540	<p>a. Voluntary request for inactive/revoked status  <input type="checkbox"/> Yes, Go to step 3</p> <p>b. Review basis for returned correspondence  <input type="checkbox"/> Forwarding address expired  <input checked="" type="checkbox"/> No such address, undeliverable as addressed  <input checked="" type="checkbox"/> Unclaimed and no forwarding address</p> <p>c. Determine claimant's current mailing address  <input type="checkbox"/> Called the telephone number in WRIMS  <input type="checkbox"/> Parcel Quest  <input type="checkbox"/> Internet search tools (i.e. Google, Yahoo, AT&amp;T, 411,)</p> <p>d. Address Change  <input checked="" type="checkbox"/> Yes, mail correspondence to new address Go to step 2  <input checked="" type="checkbox"/> Check on related water rights in WRIMS requiring a BOE change No  <input type="checkbox"/> Send a memorandum to the Fee Unit for a BOE change if applications are held by Statement holder  <input type="checkbox"/> No, prepare the Inactive Status Memorandum  <input type="checkbox"/> Prepare associated documentation to be filed down in the file folder Go to step 3</p> <p>e. Ownership Change  <input type="checkbox"/> Yes, prepare the Statement Ownership Transfer Letter  <input type="checkbox"/> Check on related water rights in WRIMS requiring a BOE change requirement  <input type="checkbox"/> Send copy of memorandum to the Fee Unit for a BOE change if applications are held by Statement holder  <input type="checkbox"/> Prepare associated documentation to be filed down in the file folder Go to step 2</p>
5/15	g	2. Secretary L.V	<input type="checkbox"/> Mail correspondence (step 1d.) <input checked="" type="checkbox"/> Mail Statement Ownership Transfer Letter (step 1e)
6/21/07	WJ	3. DMU Staff	<input type="checkbox"/> Update WRIMS to show that the Statement is now an inactive/revoked of water, delete name link for mail <input type="checkbox"/> Send a copy of the Inactive Status Memorandum to Fee Unit for any required BOE change <input checked="" type="checkbox"/> Enter new mailing address or owner into WRIMS <input type="checkbox"/> File down associated documentation in the file folder (steps 1d & 1e) and send folder to the File room
1/30/08	CU	4. Peer review	<input checked="" type="checkbox"/> DMU staff QC WRIMS entry
		5. Files	File down the route slip and any loose correspondence

STATEMENT INACTIVE STATUS-RT (4/18/07)